

NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from qualified candidates for the following:

ISSUE DATE: August 28, 2012 RESUMES MUST BE RECEIVED OR

POSTMARKED NO LATER THAN: September 11, 2012 Applications received after closing date may be considered if

position is not filled.

TITLE: Government Representative 2 (Assistant Director of the Office of Evaluation)

REFERENCE #: DOE-054-12

BARGAINING UNIT/RANGE: X 98

LOCATION: Trenton, NJ

SALARY: Commensurate with education and experience

HOURS OF WORK: 8:15 a.m. – 4:15 p.m.

DIVISION: Division of Teacher and Leader Effectiveness, Office of Evaluation

DESCRIPTION

This position will report directly to the Director of Evaluation and assist in designing and executing a state evaluation system that fully aligns with the New Jersey Department of Education's mission and goals. Key responsibilities include:

- Support the Director of Evaluation in managing the day-to-day operations of the Evaluation Office, which includes the 10-12 Department staff members involved in the educator evaluation initiative.
- Serve as lead project manager on the team, helping to develop project plans aligned to the priorities of the office and ensure all work is being completed on deadline and coordinated across work stream leads.
- Support work stream leads in problem-solving, meeting goals, creating materials and conducting presentations.
- Serve as liaison to other offices in the Department of Education.

REQUIREMENTS

- Bachelor's degree required; Master's degree preferred.
- At least five (5) years of work experience in project management with demonstrated success driving improved organizational performance.
- Strong writing, organizational, research, and analytic abilities.
- Demonstrated commitment to education reform and a passion for supporting highly effective teaching and educational leadership.
- Strong interpersonal skills and the ability to build strong working relationships with colleagues.

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed above.

FORWARD RESUMES TO: Personnel Director

New Jersey State Department of Education

Reference #: DOE-054-12

PO Box 500

Trenton, NJ 08625-0500

Resumes may be e-mailed to: resume3@doe.state.nj.us

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.